

JOB DESCRIPTION – EXECUTIVE ASSISTANT

JOB TITLE: Executive Assistant
DEPARTMENT: Chequamegon School District
REPORTS TO: District Administrator
WORKERS SUPERVISED: None

POSITION SUMMARY: Confidential assistant to the Superintendent and Board of Education. Must be able to keep confidential information shared by the Administration and Board of Education; district office receptionist; maintain general office files and personnel files; interfaces with district parents, community and legislative leaders and the press regarding district and Board of Education issues.

QUALIFICATIONS:

Education: Two year degree preferred or high school graduate.

Experience: Five or more years of complex administrative office work experience, including or supplemented by courses in computers, typing, and office management.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

Board of Education:

1. Keep the School Board Policy Manual current.
2. Act as the confidential executive secretary to the Board of Education.
3. Draft and post notices and agendas for Board of Education meetings to comply with the open meeting law.
4. Prepare board packets for the meetings and deliver to the members in a timely manner.
5. Election responsibilities include:
 - Post notices for school board elections and paperwork involved for candidates.
 - Format, order and deliver ballots.
 - Notice, keep and distribute results and minutes of board of canvass.
 - Liaison with the municipal and county clerks.
 - Publish necessary election notices in the official district newspaper.
6. Draft routine correspondence, following board meetings and as needed.
7. Maintain minutes of Regular and Special Board of Education meetings, including all closed sessions and be responsible for meeting notices and minutes being published in the official district newspaper.
8. Assist the District Administrator in planning for the Annual Meeting and Budget Hearing.

District Administrator:

1. Type correspondence, letters, memos and forms for the Superintendent, including all confidential correspondence relating to contract negotiations, communications to the

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Board, grievances, personnel matters and pending litigation. Maintain files and records appropriately and accurately. Draft routine correspondence.

2. Screen telephone calls and visitors, and maintain calendar and appointment book.
3. Relieve the District Administrator of clerical work and minor administrative details.
4. Perform confidential office work calling for considerable individual judgment.
5. Other duties as assigned by the District Administrator.

Personnel:

1. Annually prepare all professional staff contracts and those of non-professional employees who work under contract.
2. Prepare necessary press releases on negotiations, keep written records of negotiations and contract management meetings.
3. Annually update seniority lists of the two union groups.
4. Compose and prepare master agreements for the two union groups at negotiation settlement.
5. Monitor substitute teacher, teacher, and teacher aide licensing.
6. Maintain all staff personnel and health files.
7. Prepare and distribute postings of all job vacancies in-house as well as to state and out of state universities, when needed, in search of quality candidates; to include professional, support, and extracurricular personnel. Assemble applications and responses as needed.
8. Coordinate with WEA the annual flu inoculation clinic for staff, spouses, and retirees.

Central Office:

1. Act as telephone operator/receptionist for the district, respond to routine questions, greet in a professional, courteous manner vendors, parents, staff and other visitors. Direct individuals to appropriate staff and related contacts.
2. Maintain general office files.
3. Daily process District Administrator's mail.
4. Prepare a variety of calendars and the school directory.
5. Prepare a variety of annual reports to meet Department of Public Instruction requirements, i.e., Fall Staff and Enrollment Report, Open Enrollment, and Summer School.
6. Prepare bid or quote requests as needed for maintenance projects or services needed as directed by the Board of Education.

General Office Duties:

1. Follow district policies and procedures.
2. Perform secretarial and clerical duties. Enter data from various source documents accurately onto appropriate computer systems. Compile, monitor, document and maintain information and appropriate files in accord with district requirements. Operate office equipment with accuracy, skill, and independent judgment.
3. Prepare for and assist with annual audit.

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ESSENTIAL REQUIREMENTS:

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

ABILITIES:

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date